



## JOB DESCRIPTION

### IDENTIFICATION

**Job Title:** Police Officer  
**Department:** Police  
**Location:** 1106 Notasulga Road, Tuskegee, AL  
**Reports to:** Police Sergeant

**FLSA Status:** Non-Exempt  
**Code:** 33-3051  
**Pay Class:** PS-1  
**Date:** July 12, 2012

### JOB SUMMARY

Carries out pre-shift activities, performs crime prevention patrol, controls traffic enforces traffic regulations, carries out arrest procedures, responds to and investigates incidents, presents evidence and court testimony, conducts community relations activities, maintains records and prepares reports and performs related tasks: Reports for duty in designated uniform, check firearm and equipment, receives and ensures that instructions and orders are understood. Performs preventive maintenance on assigned vehicle; operates patrol vehicle to monitor designated sector; maintains contact with dispatcher and superior; observes and inspects business establishments and private dwellings; routinely patrols high crime areas; observes and investigates individuals displaying suspicious behaviors; monitors activity to identify violations of applicable law and take appropriate actions such as mediation of taking into custody. Patrols streets and highways to observe traffic flow, operator behavior, roadway and traffic conditions; and behavior of vehicle operators, determines and relieves causes of congestion, and identifies and reports unusual roadway or traffic conditions, and enforces parking regulations; pulls over operators for violations or suspected impairment and issues warnings or citations; may administer field sobriety tests and take driver into custody; responds to accident scenes; may render first aid; and establishes traffic control; interviews drivers and witnesses, records conditions, prepares diagram, and may supervise removal of disabled vehicles; control; directs traffic at functions and events provide escorts for funerals; and recommends changes to correct roadway problems. Responds to complaint call or observed incident where criminal activity is suspected and determines nature of incident; protects and secures crime scene and may initiate or assist in investigation by locating and questioning victims and witnesses and attempting to locate suspect; broadcasts information about wanted suspects and requests needed assistance; may perform or assist in investigation; responds to calls of disputes, disturbances, and potential suicides; suidemediates disputes and intervenes in suspected domestic violence; ensures that vulnerable individuals and children are protected.; may seizes or possesses evidence and initiate chain-of-custody; and remains at crime scene until relieved. Takes DUIs; others committing serious traffic offenses, and persons suspected of committing crime into custody; advises suspects of rights; may request assistance; may assist in pursuing and apprehending offenders; may use force or deadly force; may transport suspects to detention facility and prepare necessary documentation to book suspect. Reviews notes and reports, prepares statement and evidence and reviews with prosecutors; makes corrections and revisions as necessary; and may prepare sworn affidavit, give deposition or testify in court. Assists motorists; assists and refers indigents and other persons in need; provides information to the public on Police procedures and how to protect themselves against crime or injury; may participate in drug awareness, neighborhood watch and related programs; and may counsel juvenile offenders and at-risk youth. Prepares and maintains appropriate reports and records of criminal and arrest activity and citations; prepares and issues (UTC) traffic citations and written warnings; documents radar log for citations issued and forwards to municipal court; prepares non-traffic misdemeanor warrant transmittal, incident/offense reports and vehicle impound records and prepares additional forms, citations, supplements and narrative reports. Assists Fire Department at fire or emergency scene; assists other law enforcement and agencies; serves warrants; attends meetings, conferences, and training sessions, and reviews publications and audio-visual materials to remain current in field; keeps supervisor informed on work progress and work problems; and performs related tasks as requested.

### RESPONSIBILITIES AND TASKS

**A. Carries out Pre-shift Activities:** Reports for duty free from impairment at prescribed place and appointed time. Reports in designated uniform or other clothing appropriate to assignment, and checks firearm and equipment. Receives orders and instructions from superior officer. Ensures that orders and instruction are understood; may ask questions to clarify information before carrying out assigned activities.

**B. Performs Crime Prevention Patrol:** Performs preventive maintenance on assigned vehicle including checking oil, fuel, coolant, tire pressure and specialized equipment before proceeding. Operates patrol vehicle to monitor designated sector of city. Maintains contact with dispatcher and superior using two-way radio to receive instructions, request information or notify other officers of conditions or circumstances. Observes and inspects business establishments and private dwellings for signs of damage, forced entry or suspicious activity. Routinely patrols convenience stores, bars, public housing complexes and high crime areas to observe situation and maintain high visibility to deter crime. Observes and investigates individuals displaying suspicious behaviors. Monitors activity to identify violations of applicable law and takes appropriate actions to deal with the situation, including mediation or taking individuals into custody.

**C. Controls Traffic and Enforces Regulations:** Patrols streets and highways to observe traffic flow and behavior of vehicle operators, determines and relieves causes of congestion, and identifies and reports unusual roadway or traffic conditions. Enforces prohibited parking zones including handicap spaces and fire lanes. Observes vehicle operators for erratic driving, speeding, or signs of impairment, and pulls over violators, identifies violators and their vehicles and issues warnings or citations. If driver appears to be impaired or if odor of alcoholic beverage is present, administers field sobriety tests; may prepare to take driver into custody. Responds to scenes of reported accidents or incidents, obtains medical or law enforcement assistance if needed; may administer first aid to accident victims, and establishes traffic control at accident or fire scene. Interviews drivers and witnesses, and records conditions at scene, prepares diagram of accident scene and may supervise removal of disabled vehicles. Controls large crowds and media personnel at scene. Directs traffic at civic functions, football games and similar events May provide escorts for funerals. Reports and recommends changes to correct problems including missing signs, relocation of signs, barriers, lines, inoperative signals, timing of signal changes, parking, design of streets and related problems.

**D. Responds to Calls and Investigates Incidents:** Responds to complaint call or observed incident where criminal activity is suspected and determines nature of incident. Protects and secures crime scene and may initiate or assist in investigation by locating and questioning victims and witnesses and attempting to locate individual(s) suspected of committing crime. Broadcasts information about wanted suspects and requests needed assistance. May perform or assist in investigation at scene. Responds to calls of disputes, disturbances, altercations and potential suicides. Mediates disputes and intervenes in suspected domestic

RESPONSIBILITIES AND TASKS, Continued

Violence ensures that vulnerable individuals and children are protected. May seize or possesses evidence and initiate chain-of-custody. Remains at crime scene until relieved by superior officer.

**E. Carries out Arrest Procedures:** Takes DUIs and others committing serious traffic offenses into custody. Take other offenders or suspects into custody if individual is suspected of committing a crime, advises individual of rights; may request assistance from other officers. May assist in pursuing and apprehending offenders; may use force or deadly force as prescribed by official “Use of Force Continuum.” May transport suspects to detention facility and prepare necessary documentation of charge to book suspect.

**F. Presents Evidence and Court Testimony:** Reviews notes and reports pertaining to case, prepares statements of nature of offense and evidence and reviews with prosecutors; makes corrections and revisions as necessary to ensure accuracy and completeness. May prepare sworn affidavit or give deposition. Prepares testimony and testifies in criminal and civil proceedings.

**G. Conducts Community Relations Activities:** Assists distressed or stranded motorists. Assists and refers indigent, mentally ill and other persons in need. Provides information to the public on Police procedures and activities as requested and informs citizens on how to protect themselves against crime or injury. May participate in drug awareness, neighborhood watch and related programs. May counsel juvenile offenders and at-risk youth.

**H. Maintains Records and Prepares Reports.** Prepares and maintains appropriate reports and records of criminal and arrest activity and citations. Prepares and issues (UTC) traffic citations and written warnings; documents radar log for citations issued and forwards to municipal court. Prepares non-traffic misdemeanor warrant transmittal, incident/offense reports and vehicle impound records. Prepares additional forms, citations, supplements and narrative reports.

**I. Performs Related Services.** Assists Fire Department at fire or emergency scene. Assists other law enforcement and agencies as requested. Serves warrants as directed. Attends administrative meetings. Attends conferences, workshops, training and seminars and reviews publications and audio-visual materials to remain current on principles, practices and new developments in the field. Informs immediate superior fully and accurately concerning work progress including present and potential work problems. Performs related tasks not elsewhere classified upon request of superior officer. **Note: All tasks listed under A-I above are essential job functions.**

JOB SPECIFICATIONS

**Knowledges, Skills and Abilities:** Knowledge of law enforcement principles, concepts and practices as applied to police patrol work in a municipal setting. Knowledge of federal and state law, city ordinances\* and case law. Knowledge of employee procedures and rules of the City of Tuskegee and Police Department.\* Knowledge street system, businesses, schools, emergency facilities, jurisdiction and city limits.\* Knowledge of the proper use and function of police equipment including handcuffs, radars, radios, weapons, radar, sobriety testing equipment/video cameras and external microphones and other equipment. Knowledge of first aid procedures. Knowledge of occupational health and safety including accident causation and prevention. Reading skills to comprehend directives, regulations laws, ordinances, maps and similar moderately complex material. Writing skills to prepare accurate police reports, diagrams, citations and narratives reports. Verbal communication skills to communicate with co-workers, supervisors and the general public. Math skills to take measurements compute damages and produce accurate accident reports. Skill in the use of assigned weapon(s). Skill in the use of police equipment. Skills in operating police vehicle to include high speed pursuit, defensive driving and emergency response driving. Computer skills to use word processing software to produce accurate reports, narratives and other documents. Human relations skills to deal with difficult people and mediate disputes. Ability to follow written and oral commands and directives. Ability to work under stress and adverse weather conditions and in hazardous environments. Ability to relate to and serve individuals without regard to race, color, religion, sex, or ethnicity. Ability to establish and maintain effective working relationships with the public, other departments and City employees, other law enforcement officials, business and community organizations. Ability to make effective, quick, and safe decisions in volatile or dangerous situations. Ability to cooperate and work as a member of a team. Ability to perform the essential functions of the job with or without reasonable accommodation. **Note: KSAs with asterisk (\*) will typically be acquired on the job.**

**Credentials and Experience:** Graduation from high school or GED. College training with course work in Criminal Justice is desirable. Hold A.P.O.S.T. Certification. Meet appropriate physical and psychological requirements. Hold valid Alabama Drivers License.

**Special Requirements:** Must be 21 years of age. Must submit to pre-employment drug screen and physical examination. Must submit to pre-employment background investigation. Must submit to drug test on reasonable suspicion of drug use and random drug tests. Must be willing to comply with City and Police Department policies and work rules. Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities.

APPROVALS

Police Chief

Date

City Manager

Date



## JOB DESCRIPTION

### IDENTIFICATION

**Job Title:** Police Sergeant (Shift Supervisor)  
**Department:** Police  
**Location:** 1106 Notasulga Road, Tuskegee, AL  
**Reports to:** Police Lieutenant

**FLSA Status:** Non-Exempt  
**Code:** 33-1020  
**Pay Class:** PS-3  
**Date:** September 5, 2012

### JOB SUMMARY

Makes plans and schedules, conducts pre-shift activities, performs human resource management activities, performs leadership responsibility, presents evidence and court testimony, maintains records and prepares reports, and performs related services: Makes plans for roll call including dissemination of information, duty assignments, and special assignments; prepares paperwork to give to officers covering criminal activity, training, subpoenas, complaints, etc.; makes meal, break and back-up assignments; schedules and approves time off and vacations and records leave other absences; approves overtime and compensatory time; coordinates traffic control with other agencies; makes sector assignments and scheduling adjustments for court appearances; and prepares work out schedules for officers. Calls roll, accounts for and follows up on absences; inspects appearance and equipment; transmits directions, policies, controls, procedures, and new laws, rules, or regulations; ensures That officers inspect vehicles before proceeding to assigned sectors and that vehicles are taken in for scheduled maintenance or emergency repairs. Assists in orientation of new officers by assigned them in-service officers for on-the-job training; determines strengths and weaknesses of subordinates and works to improve skills to correct weaknesses and bill teamwork; rates subordinate performance, evaluates performance problems and transmits findings to superiors; recommends recognition of subordinates for outstanding work; makes self available to officers to listen to concerns and problems, provide advice, or referral; stands behind officers when needed; and promotes teamwork and good morale; monitors conduct and performance problems, and administers or recommends discipline in accordance with policies and laws. Observes, supervises and assists subordinates in carrying out crime prevention patrol, traffic enforcement, arrests, investigations, preparing testimony, preparing reports and performing relate services; performs inspections to ensure policies and procedures are being followed, instructions are carried out, and work meets standards; counsels with subordinates to correct errors or modify behaviors as necessary and follows up; recommends policy changes as necessary: investigates use of firearms, accidents involving police vehicles, and complaints against officers; takes command and coordinates activities at scene of criminal or accident investigations until superior arrives; ensures that crime scenes are properly secured; evidence is gathered and preserved, and turned over to the detectives; and determines need for additional support; may take command at accident or other scenes; and may assume duties of Lieutenant (Shift Commander) as required. Reviews case notes and reports, prepares statements, of nature of offense and evidence, reviews with prosecutors and revises as necessary; may prepare sworn affidavit, give deposition, or testify in court. Checks in officers coming off patrol, verifies accuracy of paperwork generated during shift; prepares crime reports, accident reports, arrest reports, incident/offense reports, daily supervisor log and any other required reports; files complaints and reports on calls answered; maintains daily supervisor log; and prepares other reports as requested. Assists other departments or agencies; serves warrants; informs immediate superior concerning work progress and problems; conducts community relations activities including assisting stranded motorists, indigents, and others, providing crime prevention material, participating in drug awareness and related programs; reviews publications and audio-visual materials to remain current on developments in field, attends training activities and reviews technical material on technical and management subjects; may perform responsibilities and tasks of Police Officer and Police Corporal; and performs related tasks as requested

### RESPONSIBILITIES AND TASKS

**A. Makes Plans and Schedules:** Makes plans for roll call including information to be disseminated, duty assignments, and special assignments to officers coming on duty. Prepares paperwork to give officers coming on duty including information on criminal activity, training bulletins, subpoenas, complaints, etc. Makes meal and break assignment and arranges for back up coverage for units during breaks. Schedules and approves time off and vacations for officers; records leave days, sick time, vacations, and other absences. Approves all overtime and compensatory time requested by subordinates. Coordinates traffic control with other agencies. Makes daily sector assignments for all units and makes scheduling adjustments to allow for court appearances. Prepares physical fitness work out schedules for officers.

**B. Conducts Pre-Shift Activities:** Calls roll and ensures officers are present or accounted for and follows up on unauthorized absences. Inspects personal appearance and condition of equipment. Transmits directions, policies, controls, procedures, and general information from administration to line officers. Informs officers coming on duty of any new laws, rules, or regulations applying to law enforcement. Ensures that officers inspect vehicles before proceeding to assigned sectors. Ensures vehicles are taken in for scheduled maintenance or emergency repairs.

**C. Performs Human Resource Management Activities:** Assists in orientation of new officers by ensures that they are assigned to competent in-service officers for on-the-job training. Determines strengths and weaknesses of subordinates by working to improve their individual skills to correct weaknesses and help develop individuals into a cohesive, coordinated group. Assists in conducting performance appraisal by rating subordinate performance, evaluating problems pertaining to their patrol duties and transmitting findings to superior and helping to solve problem. Recommends recognition of subordinates for outstanding work. Remains in constant contact with and is available to first line officers to listen to concerns and problems, provide advice, or referral to specialized community services as required. Stands behind officers when needed; promotes good teamwork and good morale. Monitors conduct and performance problems, and if necessary, administers or recommends discipline in accordance with City and Department policies and applicable laws.

**D. Performs Leadership Responsibility:** Observes, supervises and assists subordinates in carrying out crime prevention patrol, controlling traffic and enforcing regulations, carrying out arrest procedures, responding to and investigating incident, presenting evidence and preparing court testimony, conducting community relations activities, maintaining records and preparing reports and performing related services. Performs

RESPONSIBILITIES AND TASKS, Continued

various inspections to determine to what degree policies and procedures are being followed and instructions carried out correctly and work meets Department standards. Counsels with subordinates to correct errors or modify behaviors as necessary to ensure compliance with policies, procedures and instructions and follows up as required. Makes recommendations to administration to change unrealistic policies or procedures. Investigates subordinates use of firearms, accidents involving police vehicles, and complaints against officers. Takes command and coordinates activities in criminal or accident investigations until superior arrives. Ensures that crime scenes are properly secured, evidence is gathered, preserved, and turned over to the detectives; determines when additional assistance or support is required. May take command at other incidents or scenes involving traffic accidents, domestic disputes, altercations, etc. May assume duties of Lieutenant (Shift Commander) as required.

**E. Presents Evidence and Court Testimony:** Reviews notes and reports pertaining to case, prepares statements of nature of offense and evidence and reviews with prosecutors; makes corrections and revisions as necessary to ensure accuracy and completeness. May prepare sworn affidavit, give deposition, or testify in court.

**F. Maintains Records and Prepares Reports.** Checks in officers coming off patrol and sorts and verifies accuracy of paperwork generated during their shift. Prepares crime reports, accident reports, arrest reports, incident/offense reports, daily supervisor log and any other required reports. Files complaints and reports on calls answered. Maintains daily supervisor log. Prepares other reports as requested.

**G. Performs Related Services:** Assists other departments or agencies as needed. Serves warrants as directed. Informs immediate superior concerning work progress including present and potential work problems. Conducts community relations activities including assisting stranded motorists, indigents and people in need, providing crime prevention material, participating in drug awareness programs and related activities. Reviews publications and audio-visual materials to remain current on principles, practices and new developments in the field. Attends training schools, classes, workshops and seminars and reviews technical material on technical and management subjects. May perform responsibilities and tasks of Police Officer and Police Corporal. Performs related tasks not elsewhere classified upon request of superior officer. **Note: All tasks listed under A-G above are essential job functions.**

JOB SPECIFICATIONS

**Knowledges, Skills and Abilities:** Substantial knowledge of law enforcement principles, concepts and practices as applied to police patrol work in a municipal setting. Knowledge of federal law, Alabama law, city ordinances\* and case law. Knowledge of employee policies, procedures and rules of City of Tuskegee and Police Department.\* Knowledge of employee procedures and work rules. Knowledge of the city street system, business, schools, emergency facilities, jurisdiction and city limits.\* Knowledge of the proper use and function of police equipment including handcuffs, radars , radios , weapons and other equipment. Knowledge of first aid procedures. Knowledge of occupational health and safety including accident causation and prevention. Working knowledge of training principles and instructional methods. Knowledge of principles of supervisory management. Reading skills to comprehend directives, regulations, laws, ordinances, maps and similar moderately complex material. Writing skills to prepare accurate police reports, diagrams, citations and narratives reports. Verbal communication skills to communicate with co-workers, supervisors and the general public and conduct instruction. Math skills to take measurements compute damages and produce accurate accident scale reports. Skill in the use of assigned weapon(s). Skill in the use of police equipment including radar, sobriety testing equipment/video cameras and external microphones. Skills in operating police vehicles to include high speed pursuit, defensive driving and emergency response driving. Computer skills to use word processing software to produce accurate reports, narratives and other documents. Human relations skills to deal with difficult people and mediate disputes. Planning skills to efficiently make assignments and prepare schedules. Leadership skills to instruct, counsel, guide and motivate subordinates. Ability to follow written and oral commands and directives. Ability to work under stress and adverse weather conditions and in hazardous environments. Ability to establish and maintain effective working relationships with the public, other departments and City employees, other law enforcement officials, business and community organizations. Ability to relate to and serve individuals without regard to race, color, religion, sex, or ethnicity. Ability to make effective, quick, and safe decisions in volatile or dangerous situations. Ability to cooperate and work as a member of a team. Ability to perform the essential functions of the job with or without reasonable accommodation. **Note: KSAs with asterisk (\*) may be acquired on the job.**

**Credentials and Experience:** Graduation from high school or GED. College training with course work in Criminal Justice is desirable. Have five years successful experience in police patrol work including advanced assignments. Experience as corporal or master police officer is desirable. Hold A.P.O.S.T. Certification from Police Academy. Meet appropriate physical and psychological requirements. Must hold valid Alabama Drivers License.

**Special Requirements:** Must be 21 years of age. Must submit to pre-employment drug screen and physical examination. Must submit to pre-employment background investigation. Must submit to drug test on reasonable suspicion of drug use and random drug tests. Must be willing to comply with City and Police Department policies and work rules. Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities.

APPROVALS

Police Chief	Date	City Manager	Date
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## JOB DESCRIPTION

### IDENTIFICATION

**Job Title:** Police Corporal (Field Training Officer)

**Department:** Police

**Location:** 1106 Notasulga Road, Tuskegee, AL

**Reports to:** Police Sergeant

**FLSA Status:** Non-Exempt

**Code:** 33-3051

**Pay Class:** PS-2

**Date:** September 14, 2012

### JOB SUMMARY

Carries out pre-shift activities, plans and conducts training; performs crime prevention patrol, controls traffic and enforces regulations, carries out arrest procedures, responds to calls and investigates incidents; presents evidence and court testimony, maintains records and prepares reports, and performs related services. Reports for duty in designated uniform, check firearm and equipment, receives and ensures that instructions and orders are understood and may conduct pre-shift activities. Assesses needs and plans and schedules training; familiarizes new officers with Department rules and regulations through written and verbal means; instructs officers in enforcement techniques; assists and counsels new officers in making adjustments; assists in the development of new officers in pre- and post- academy training; instructs officers in new areas of law enforcement; advises on procedural, policy, and legal changes; assists in-service officers in implementing proper police procedures; assists subordinates on calls; ensures that proper methods and procedures are being followed, and in problem solving. Performs preventive maintenance on assigned vehicle; operates patrol vehicle to monitor designated sector; maintains contact with dispatcher and superior; observes and inspects business establishments and private dwellings; routinely patrols high crime areas; develops informants and contacts in the community. Assists officers in search for wanted persons, seeks information about their whereabouts and serves arrest warrants; observes vagrants, loiterers, at-risk youth, potential delinquents, suspected vice operants and other individuals displaying suspicious behaviors; and monitors activity to identify violations of applicable law and takes appropriate actions such as mediation or taking into custody. Patrols streets and highways to observe traffic flow, operator behavior, roadway and traffic conditions; and behavior of vehicle operators, determines and relieves causes of congestion, and identifies and reports unusual roadway or traffic conditions, and enforces parking regulations; pulls over operators for violations or suspected impairment and issues warnings or citations; may administer field sobriety test and take driver into custody; responds to accident scenes; may render first aid; and establishes traffic control; interviews drivers and witnesses, records conditions, prepares diagram, and may supervise removal of disabled vehicles; control; directs traffic at functions and events provide escorts for funerals; and recommends changes to correct roadway problems. Responds to complaint call or observed incident where criminal activity is suspected and determines nature of incident; protects and secures crime scene and may initiate or assist in investigation by locating and questioning victims and witnesses and attempting to locate suspect; broadcasts information about wanted suspects and requests needed assistance; may perform or assist in investigation; responds to calls of disputes, disturbances and potential suicides; mediates disputes and intervenes in suspected domestic violence; ensures that vulnerable individuals and children are protected; may seize or possesses evidence and initiate chain-of-custody; and remains at crime scene until relieved. Takes DUIs; others committing serious traffic offenses, and persons suspected of committing crime into custody; advises suspects of rights; may request assistance; may assist in pursuing and apprehending offenders; may use force or deadly force; may transport suspects to detention facility and prepare necessary documentation to book suspect. Reviews notes and reports, prepares statement and evidence and reviews with prosecutors; makes corrections and revisions as necessary; and may prepare sworn affidavit, give deposition or testify in court. Maintains reports and records of criminal and arrest activity and citations; prepares and issues (UTC) traffic citations and warnings; documents and forwards radar log; prepares non-traffic misdemeanor warrant transmittal, incident/offense reports and vehicle impound records; prepares additional forms, records and reports; maintains daily supervisor log; and maintains training records. Assists other departments; serves warrants; keeps superior informed; conducts community relations activities; providing crime prevention; attends training schools, classes, workshops and seminars and reviews technical material; and performs related tasks.

### RESPONSIBILITIES AND TASKS

**A. Carries out Pre-shift Activities:** Reports for duty free from impairment at prescribed place and appointed time. Reports in designated uniform or other clothing appropriate to assignment, and checks firearm and equipment. Receives orders and instructions from superior officer. Ensures that orders and instruction are understood; may ask questions to clarify information before carrying out assigned activities. May conduct pre-shift activities in absence of superior officer.

**B. Plans and Conducts Training:** Assesses training needs and plans and schedules individual and group training. Familiarizes new officers on respective shifts with rules and regulations of the Police Department through memos, written orders, and verbal instructions. Instructs officers in enforcement techniques, including arrest methods, search procedures, usage of radio and equipment, and citizen contact. Assists and counsels new officers in making adjustments to a career in law enforcement. Assists in the development of new officers in pre- and post- academy training. Instructs officers in new areas of law enforcement; advises on procedural, policy, and legal changes. Assists in-service officers who need help implementing proper police procedures. Assists subordinates on calls when required. Ensures that proper methods and procedures are being followed, and suggests best method for solving problems.

**C. Performs Crime Prevention Patrol:** Performs preventive maintenance on assigned vehicle including checking oil, fuel, coolant, tire pressure and specialized equipment before proceeding. Operates patrol vehicle to monitor designated sector of city. Maintains contact with dispatcher and superior using two-way radio to receive instructions, request information or notify other officers of conditions or circumstances. Observes and inspects business establishments and private dwellings for signs of damage, forced entry or suspicious activity. Routinely patrols convenience stores, bars, public housing complexes and high crime areas to observe situation and maintain high visibility to deter crime. Develops informants and contacts in the community. Assists officers in search for wanted persons, seeks information about their whereabouts and serves arrest warrants. Observes vagrants, loiterers, at-risk youth, potential delinquents, suspected vice operants and other individuals displaying suspicious behaviors. Monitors activity to identify violations of applicable law and take appropriate actions to deal with the situation, including mediation or taking individuals into custody.

**D. Controls Traffic and Enforces Regulations:** Patrols streets and highways to observe traffic flow and behavior of vehicle operators, determines and relieves causes of congestion, and identifies and reports unusual roadway or traffic conditions. Enforces prohibited parking zones including handicap spaces and fire lanes. Observes vehicle operators for erratic driving, speeding, or signs of impairment, and pulls over violators, identifies violators and their vehicles and issues warnings or citations. If driver appears to be impaired or if odor of alcoholic beverage is present, administers field sobriety test; may prepare to take driver into custody. Responds to scenes of reported accidents or incidents, obtains medical or law enforcement assistance if needed; may administer first aid to accident victims, and establishes traffic control at accident or fire scene. Interviews drivers and witnesses, and records conditions at scene, prepares diagram of accident scene and may supervise removal of disabled vehicles. Controls large crowds and media personnel at scene. Directs traffic at city events and may provide escorts. Reports and recommends changes to correct problems including missing signs, relocation of signs, barriers, lines, inoperative signals, timing of signal changes, parking, design of streets and related problems.

## RESPONSIBILITIES AND TASKS, Continued

**E. Responds to Calls and Investigates Incidents:** Responds to complaint call or observed incident where criminal activity is suspected and determines nature of incident. Protects and secures crime scene and may initiate or assist in investigation by locating and questioning victims and witnesses and attempt to locate individual(s) suspected of committing crime. Broadcasts information about wanted suspects and requests needed assistance. May perform or assist in investigative activities at crime scene. Responds to calls of disputes, disturbances, altercations and potential suicides. Mediates disputes and intervenes in suspected domestic violence, ensures that vulnerable individuals and children are protected. May seize or possesses evidence and initiates chain-of-custody. Remains at crime scene or until relieved by superior officer.

**F. Carries out Arrest Procedures:** Takes DUIs and others committing serious traffic offenses into custody. Take other offenders or suspects into custody if individual is suspected of committing a crime, advises individual of rights; may request assistance from other officers. May assist in pursuing and apprehending offenders; may use force or deadly force as prescribed by official “Use of Force Continuum.” May transport suspects to detention facility and prepare necessary documentation of charge to book suspect.

**G. Presents Evidence and Court Testimony:** Reviews notes and reports pertaining to case, prepares statements of nature of offense and evidence and reviews with prosecutors; makes corrections and revisions as necessary to ensure accuracy and completeness. May prepare sworn affidavit, give deposition, or testify in court.

**H. Maintains Records and Prepares Reports:** Maintains appropriate reports and records of criminal and arrest activity and citations. Prepares and issues (UTC) traffic citations and written warnings; documents radar log for citations issued and forwards to municipal court. Prepares non-traffic misdemeanor warrant transmittal, incident/offense reports and vehicle impound records. Prepares additional forms, citations, supplements and narrative reports. Maintains daily supervisor log. Maintains training records.

**I. Performs Related Services:** Assists other departments or agencies as needed. Serves warrants as directed. Informs immediate superior fully and accurately concerning work progress including present and potential work problems. Conducts community relations activities including assisting stranded motorists, indigents and people in need, providing crime prevention material, participating in drug awareness programs and related activities. Attends training schools, classes, workshops and seminars and reviews technical material on technical and management subjects. Performs related tasks not elsewhere classified upon request of superior officer. **Note: All tasks listed under A-I above are essential job functions.**

## JOB SECIFICATIONS

**Knowledge, Skills and Abilities:** Considerable knowledge of law enforcement principles, concepts and practices as applied to police patrol work in a municipal setting. Knowledge of federal law, Alabama law, city ordinances\* and case law. Knowledge of employee procedures and rules of the City of Tuskegee and Police Department. Knowledge of the city street system, business, schools, emergency facilities, jurisdiction and city limits.\* Knowledge of the proper use and function of police equipment including handcuffs, radars, radios, weapons and other equipment. Knowledge of first aid procedures. Knowledge of occupational health and safety including accident causation and prevention. Knowledge of training principles and instructional methods. Knowledge of principles of supervisory management. Reading skills to comprehend directives, regulations, laws, ordinances, maps and similar moderately complex material. Writing skills to prepare accurate police reports, diagrams, citations and narratives reports. Verbal communication skills to communicate with co-workers, supervisors and the general public and conduct instruction. Math skills to take measurements compute damages and produce accurate accident scale reports. Skill in the use of assigned weapon(s). Skill in the use of police equipment including radar, sobriety testing equipment/video cameras and external microphones. Skills in operating police vehicles to include high speed pursuit, defensive driving and emergency response driving. Computer skills to use word processing software to produce accurate reports, narratives and other documents. Human relations skills to deal with difficult people and mediated disputes. Leadership skills to instruct, counsel, guide and motivate subordinates. Ability to follow written and oral commands and directives. Ability to work under stress and adverse weather conditions and in hazardous environments. Ability to relate to and serve individuals without regard to race, color, religion, sex, or ethnicity. Ability to establish and maintain effective working relationships with subordinates, the public, other departments and City employees, other law enforcement officials, business and community organizations. Ability to perform the essential functions of the job with or without reasonable accommodation. Ability to cooperate and work as a member of a team. **Note: KSAs with asterisk (\*) may be acquired on the job.**

**Credentials and Experience:** Graduation from high school or GED. College training with course work in Criminal Justice and training principles is desirable. Have three years successful experience as police officer. Hold A.P.O.S.T. Certification from Police Academy. Meet appropriate physical and psychological requirements. Must hold valid Alabama Drivers License.

**Special Requirements:** Must be 21 years of age. Must submit to pre-employment drug screen and physical examination. Must submit to pre-employment background investigation. Must submit to drug test on reasonable suspicion of drug use and random drug tests. Must be willing to comply with City and Police Department policies and work rules. Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities.

## APPROVALS

Date \_\_\_\_\_

Date \_\_\_\_\_





## JOB DESCRIPTION

### IDENTIFICATION

**Job Title:** Police Lieutenant (Shift Commander)  
**Department:** Police  
**Location:** 1106 Notasulga Road, Tuskegee, AL  
**Reports to:** Commander of Patrol Division

**FLSA Status:** Exempt  
**Code:** 33-1020  
**Pay Class:** PS-4  
**Date:** October 24, 2012

### JOB SUMMARY

Performs planning activities, assists in organizing department, performs human resource management activities, leads and directs subordinates, maintains records and prepares reports, and performs related services: Reviews computer printouts, pass-on, messages, memoranda, and special orders from superiors; compiles list of items to be covered at daily roll call. Attends staff meetings held by the Chief of Police and commander of patrol division; makes recommendations in the development and establishment of policies and procedures; assists Chief of Police and commander of Patrol Division in setting goals and priorities; makes and justifies recommendations for Department budget; researches, collects, and analyzes data on civil liability involving police and makes appropriate recommendations to the division commander; studies crime patterns and takes steps to eliminate or diminish these problems; analyzes plans, accident information and designs programs to eliminate problems; decides course of action to take during emergencies and disasters; and determines and requisitions supplies needed by shift. Assists Patrol Division Commander with planning duty schedules and shift rotations and suggests particular assignments based on experience and skills; determines number of officers available for shortages and requests approval for overtime or compensatory time; recommends changes to shift assignments as appropriate; coordinates training schedules with other shift commanders and with the Commander of Administration; and recruits and schedules officers for outside employment. Provides input to employment and promotion decision and may interview candidates; serves on promotion boards; observes and provides guidance to training programs; studies training information and attempts to generate new ideas and innovative techniques for training; rates work performance of employees directly supervised; reviews or assists in appraisal of indirectly supervised employee; instructs and assists subordinate officers in proper methods of report writing, presentation of cases in court and in methods and procedures for presentation; observe officers' win/loss record of court cases; consults with the city prosecutor and judge to determine training to improve ratio. Instructs officers on laws and their applications, criminal and civil liability and means of reducing exposure; assists and may advise subordinates with personal problems or may refer them to the appropriate specialized community services; recommends that officers be disciplined for infractions of policies and rules; and makes recommendation to initiate termination proceedings if necessary. Issues written and verbal instructions to subordinates regarding work assignments and expected behaviors, including compliance with rules, regulations, policies and procedures and maintaining good public relations; patrols all areas and observes and provides advice and guidance to patrol units; provides assistance and backup to units; takes command at major crime scenes and makes decisions concerning manpower, approaches, and methods to be used; determines when specialized assistance or emergency agencies are required; holds debriefing with subordinate officers at the end of their shifts; investigates subordinates' use of firearms, accidents involving police vehicles, and complaints against police officers; rides with sergeants and patrol officers to monitor their knowledge of assignments, areas, laws, regulation and the quality of their investigations; determines needs for additional training; follow up and ensures all special details have been completed; reports to superiors on daily roll call and status of all assignments. Maintains personnel files on subordinates; investigates and completes required reports on all complaints and calls assigned by dispatchers; completes reports on damaged and lost departmental property and ensures that replacements are made; reports any conditions which may negatively affect lives or property; reports and recommends changes to correct problems; and prepares additional reports as required. Handles complaints on parking tickets; notifies Public Works to investigate any meter malfunctions or related problems; decides if prisoners posting bond should be released or if unsafe conditions exist; assists codes inspectors in establishing fire lanes and brings about immediate enforcement; reviews appropriate written material to stay informed of changes in law enforcement methods, techniques, and court decisions. **Conducts professional development activities to earn certifications and acquire knowledge of new developments in law enforcement;** determines the number of vehicles available; Contacts city shop and arranges towing and maintenance for down vehicles, and may drive vehicles to shop for scheduled maintenance; escorts judicial branch to the bank; assists other law enforcement agencies; and performs related tasks upon request

### RESPONSIBILITIES AND TASKS

**A. Performs Planning Activities:** Reviews computer printouts, pass-on, messages, memoranda, and special orders from superiors to stay informed on all events and necessary information. Compiles list of items to be covered at daily roll call. Attends staff meetings held by the Chief of Police and commander of patrol division to remain current on issues. Makes recommendations in the development and establishment of policies and procedures. Assists Chief of Police and Commander of Patrol Division in setting goals and priorities. Makes and justifies recommendations for Department budget. Researches, collects, and analyzes data to stay knowledgeable on civil liability involving police and makes appropriate recommendations to the division commander. Studies crime patterns and takes steps to eliminate or diminish these problems. Analyzes plans, accident information and designs programs to eliminate problems. Quickly decides course of action to take during emergencies and disasters. Determines and requisitions supplies needed by shift.

**B. Assists in Organizing Division:** Assists Patrol Division Commander with planning duty schedules and shift rotations. Suggests officers with special qualifications or greater experience for particular assignments. Determines number of officers available if shortage exists. Recommends changes to shift assignments for special events or if he/she judges that inexperienced officers are not ready for the assignment. Coordinates training schedules with other shift commanders and with the Commander of Administration. Recruits and schedules officers for outside employment, including businesses and groups requiring police assistance.

**C. Performs Staffing and Human Resource Management Activities:** Provides input to employment and promotion decision and may interview candidates for employment. Serves on promotion boards as required. Observes and provides guidance to training programs. Studies training information sent to the division and attempts to generate new ideas and innovative techniques for training. Appraises work performance of employees directly supervised. Reviews or assists in appraisal of indirectly supervised employees. Instructs and assists subordinate officers in proper methods of report writing. Assists subordinate officers in presentation of cases in court; instructs them in the methods and procedures for presentation. Observe officers win/loss record of court cases. Consults with the city prosecutor and judge to determine what additional training could improve ratio. Instructs officers on laws and their applications. Informs officers on crimi-

RESPONSIBILITIES AND TASKS, Continued

nal and civil liabilities they may be charged with and ways to prevent such charges. Assists and may advise subordinates with personal problems or may refer them to the appropriate specialized community services for further help. Reviews and approves compensatory time and leave requests. Recommends that officers be disciplined for infractions of policies and rules. Makes recommendation to initiate termination proceedings if necessary.

**D. Leads and Directs Subordinates:** Issues written and verbal instructions to subordinates regarding work assignments and expected behaviors, including compliance with rules, regulations, policies and procedures and maintaining good public relations through exercise of tact and diplomacy. Patrols all areas and observes and provides advice and guidance to patrol units; provides assistance and backup to units on any critical calls. Takes command at major crime scenes. Makes decisions concerning manpower, approaches, and methods to be used. Determines when specialized assistance or emergency agencies are required. Holds debriefing with subordinate officers at the end of their shifts to discuss unusual events or problems encountered. Thoroughly and impartially investigates subordinates’ use of firearms, accidents involving police vehicles, and complaints against police officers. Rides with sergeants and patrol officers to monitor their knowledge of assignments, areas, laws, regulation and the quality of their investigations. Determines needs for additional training. Follows up and ensures all special details have been completed. Reports to superiors on daily roll call and status of all assignments.

**F. Maintains Records and Prepares Reports:** Maintains personnel files on subordinates. Investigates and completes any required reports on all complaints and calls assigned by dispatchers. Completes reports on damaged and lost departmental property and ensures that replacements are made. Reports any conditions which may negatively affect lives or property such as down power lines, signal out, and stalled vehicles. Reports and recommends changes to correct problems including the location of signs, barriers, lines, timing of signal changes, design of streets, or other engineering problems. Prepares additional reports as required. Uses reports as a tool to improve plans.

**G. Performs Related Services:** Handles complaints on parking tickets. Notifies Public Works to investigate any meter malfunctions or related problems. Decides if prisoners posting bond should be released or if unsafe conditions exist. Assists codes inspectors in establishing fire lanes and brings about immediate enforcement. Reviews appropriate written material to stay informed of changes in law enforcement methods, techniques, and court decisions. Attends seminars and workshops, and other training which may include certification training, on line training and college courses related to developments in law enforcement. . Determines the number of vehicles available. Contacts city shop and arranges towing and maintenance for down vehicles. May drive vehicles to shop for scheduled maintenance. Escorts judicial branch to the bank. Assists other law enforcement agencies when requested. Performs related tasks on request. **Note: All tasks in A-G above are essential job functions.**

JOB SPECIFICATIONS

**Knowledges, Skills and Abilities:** Substantial knowledge of law enforcement principles, concepts and practices as applied to police patrol work in a municipal setting, including advanced concepts. Knowledge of concepts and principles of management. Knowledge of federal law, Alabama law, city ordinances\* and case law. Knowledge of employee policies, procedures and rules of City of Tuskegee and Police Department.\* Knowledge of employee procedures and work rules.\* Knowledge of city street system, business, schools, emergency facilities, jurisdiction and city limits.\* Knowledge of the proper use and function of police equipment including handcuffs, radars, radios, weapons and other equipment. Knowledge of first aid procedures. Knowledge of occupational health and safety including accident causation and prevention. Working knowledge of training principles and instructional methods. Reading skills to comprehend directives, regulations, laws, ordinances, maps and similar moderately complex material. Writing skills to prepare accurate police reports, diagrams, citations and narratives reports. Verbal communication skills to communicate with co-workers, supervisors and the general public and conduct instruction. Math skills to take measurements compute damages and produce accurate accident scale reports. Skill in the use of assigned weapon(s). Skill in the use of police equipment including radar, sobriety testing equipment/video cameras and external microphones. Skills in operating police vehicles to include high speed pursuit, defensive driving and emergency response driving. Computer skills to use word processing software to produce accurate reports, narratives and other documents. Human relations skills to deal with difficult people and mediate disputes. Planning skills to efficiently make assignments and prepare schedules. Leadership skills to instruct, counsel, guide and motivate subordinates. Ability to follow written and oral commands and directives. Ability to work under stress and adverse weather conditions and in hazardous environments. Ability to establish and maintain effective working relationships with the public, other departments and City employees, other law enforcement officials, business and community organizations. Ability to relate to and serve individuals without regard to race, color, religion, sex, or ethnicity. Ability to make effective, quick, and safe decisions in volatile or dangerous situations. Ability to cooperate and work as a member of a team. Ability to perform the essential functions of the job with or without reasonable accommodation. **Note: KSAs with asterisk (\*) may be acquired on the job.**

**Credentials and Experience:** Graduation from high school or GED. College training with course work in Criminal Justice is desirable. Have five years successful experience in police sergeant including advanced assignments. Hold A.P.O.S.T. Certification from Police Academy. Earn and/or maintain certifications required by Department. Meet appropriate physical and psychological requirements. Must hold valid Alabama Drivers License.

**Special Requirements:** Must be 21 years of age. Must submit to pre-employment drug screen and physical examination. Must submit to pre-employment background investigation. Must submit to drug test on reasonable suspicion of drug use and random drug tests. Must be willing to comply with City and Police Department policies and work rules. Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities.

APPROVALS

Police Chief	Date	City Manager	Date
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